

CONFIDENTIAL**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

OIS Conference

DD/A Registry

83-0619

FROM:

Director of Information Services
1206 Ames Bldg

EXTENSION

NO.

OIS 83-154

DATE

2 MAR 1983

25X1

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *ED* Deputy Director
for Administration

3 MAR 1983

18 MAR 1983

At

DD/A REGISTRY

FILE: 100-20

2.

ADDA

5 MAR 1983

J

3.

DDA

4 MAR 1983

D

4.

Turn-hold

5 MAY 1983

R

5.

6.

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13.

14.

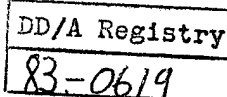
15.

UNCLASSIFIED When Separated

CONFIDENTIAL

C O N F I D E N T I A L

OIS 83-154



2 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

25X1

SUBJECT:

OIS Conference at 3-5 May 1983

25X125X1

1. This is to confirm my oral invitation (which Karen has on your calendar) for you to address the OIS conference on ~~Wednesday~~ ^{Thursday} 4 May 1983, from ~~1030~~ ¹³¹⁵ to ~~1130~~ ¹³³⁵ hours at . If you have time, we would be pleased to have you join us for lunch after your session at the podium.

25X1
25X1

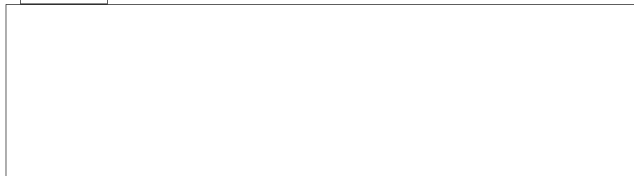
2. As usual, we would be happy to have you speak on any subject you choose. If we titled your talk "Today and Tomorrow in Administration," you would still have plenty of room to cover a number of topics as you would like, but if you prefer other wording, we will be happy to change the title.

25X1

4. Subjects always of interest to our personnel are the Directorate's personnel and budgetary resources, the future of automation in the Agency related to its acceptance and support by management, and changes in Agency and Civil Service retirement programs with the impact on the business of our Directorate. Comments related to the general "State of the Directorate" or, in a broader sense, concerning the Agency are good attention-getters also.

25X1

25X1



25X1

C O N F I D E N T I A L

83-0619